



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

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May 17, 2019

MEMORANDUM

To: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

From: Sherry H. Thomas, Director *SHT*
Exceptional Children Division

Subject: **2019 EXCEPTIONAL CHILDREN DIVISION SUMMER INSTITUTES**

Please make the following link for the 2019 Exceptional Children Division Summer Institutes available to teachers and related services personnel seeking in-service training in the education of exceptional children: <http://ec.ncpublicschools.gov/conferences-profdev/summer-institutes>. We encourage you to support your staff as they take advantage of these opportunities.

This year, registration for each institute session will be through Qualtrics. The link above will lead to a list of all session titles being offered at this year's Summer Institutes. Click on the session title of your choice to complete the registration information. The fee is indicated for each session. **Note: fees are not collected through Qualtrics. Payment is to be mailed with a copy of the registration confirmation to the address provided on the form. Registration and payment will not be accepted on site.** Once payment is received, an acknowledgement email will be sent to participants to confirm that registration is complete. The email will also include the location and time of each institute. Questions concerning each session should be directed to the program assistant listed by the specified session.

Acceptance is based on capacity and available seats. In the past we have had sessions fill through registration and then we have created "wait lists" for those sessions. Communicating withdrawal from registration allows the space to be used by someone on the "wait list". Please contact the program assistant listed on the registration chart if you determine you will not be able to attend or if you would like to add your name to the "wait list" of a session that is full. Individuals who register but decide to not attend, and do not communicate this, will not receive a refund.

For additional information regarding this program, contact Paula Crawford at paula.crawford@dpi.nc.gov or (919) 807-3868.

We hope to see you this summer!

SHT/PHC/kb

EXCEPTIONAL CHILDREN DIVISION

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